

MCTime Guidance for a Declared General Emergency Only

This document is intended to provide guidance for reporting time during a declared General Emergency. The entire period of the General Emergency will be defined by memorandum issued by the Director of the Office of Human Resources.

Time reporting guidance is provided via timecard examples on the following pages for employees that fall into the following categories:

Work Situation During Declared General Emergency	Refer to Example:
Non-essential employees who were scheduled to work and did not work due to the General Emergency.	A
Essential employees who worked their normal shift during the period of the General Emergency on activities directly related to the General Emergency.	B
Essential employees who worked longer than their normal shift during the period of the General Emergency on activities directly related to the General Emergency.	C
Essential employees who worked on their normal day off during the period of the General Emergency on activities directly related to the General Emergency.	D
Essential employees who worked on a normal workday during the period of the General Emergency on activities not directly related to the General Emergency. Essential employees who worked on a normal workday for Departmental Mission Critical Functions, not related to the Event.	E (revised 7/2016)
Employees normally scheduled to work who were on scheduled leave (precludes IAFF bargaining unit members)	F

The following information should be reviewed before entering time for a General Emergency -

1. MLS employees are not eligible to receive *Emergency Pay*.
2. Temporary Employees are not eligible for *Emergency Pay* or *Administrative Leave*.
3. Non-essential employees who **voluntarily** worked (i.e., were not required to work) at their normal work location or worked remotely during the General Emergency are not eligible for *Emergency Pay*. Actual time worked should be recorded as *Hours Worked*. Any *Administrative Leave* recorded for the scheduled work shift should be reduced by any actual time worked.

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4. Non-essential employees should not report to work during a declared general emergency period unless the employee's supervisor requires the employee to work. In the event that the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee and should be paid General Emergency pay.
 5. Employees who were not previously scheduled to work during the General Emergency period are not eligible to receive *Administrative Leave*, Employees who were not previously scheduled to work during the General Emergency period are not eligible to receive an alternate day off.
 6. Shift Differential – Employees are eligible to earn normal shift differential pay as provided for in the Personnel Regulations and the collective bargaining agreement. However, excess (overtime) hours that are shift differential eligible should earn the appropriate overtime shift differential. No special shift differential is earned as a result of the declared General Emergency or in conjunction with *Emergency Pay*.
 7. Essential employees who work a shift that spans the time when the General Emergency period starts or ends are eligible for *Emergency Pay* for all actual hours worked within the General Emergency period.
 8. The *Emergency Pay* pay code may only be use during a declared period of General Emergency. Declared emergencies may be assigned a project transfer code, depending on the likelihood that the event will be reimbursed through Federal or State funds. If assigned, the specific Project-Task and Expenditure Org codes must be used to record any ongoing work assignments (i.e., ongoing snow or tree limb removal, continued shelter operations) that were directly related to the declared general emergency.
 9. *Emergency Pay* is a Premium Pay. There is no authority to change *Emergency Pay* into compensatory leave earned.
 10. Essential employees are only eligible for Administrative Leave if the employee scheduled leave (i.e. Annual Leave) prior to the declared General Emergency.
 11. Administrative Leave used in conjunction with the general emergency should **not** be charged to the special Project-Task and Expenditure Org codes that are associated with the general emergency. Administrative leave should be charged to the employee's home accounts as reflected in their labor schedule in Oracle HCM.
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Charging Hours Worked to the Appropriate Transfer Code Project-Task and Expenditure Org Code or Reason Code (if applicable)

Essential employees that work on general emergency related tasks must charge Hours Worked and any related Emergency Pay to the appropriate Project-Task and Expenditure Org code in MCTime, if a code is assigned. If no Project-Task and Expenditure Org code is assigned, this will be mentioned in the OHR-Finance event memorandum.

Some departments may elect to use a reason tracking code. Please confirm with your departmental HR Liaison, if an event specific Reason Code is required.

1. Obtain the Project-Task and Expenditure Org code from the **Expense Tracking Crosswalk** posted on the [MCTime website](#). The crosswalk includes an alphabetized list of every County employee. The appropriate Project-Task and Expenditure Org code assigned to each employee is displayed. Employees should scroll down the list to find their name and their assigned codes.
2. In MCTime, record the hours worked and Emergency Pay associated with the general emergency. Perform a transfer to charge the hours to the appropriate Project-Task and Expenditure Org codes. Refer to the [MCTime Guidance for Recording Event Related Project/Task Codes](#) document posted on the MCTime website.

See Timecard Examples on the following pages

The timecard examples on the following pages refer to specific Project-Task and Expenditure Org codes that must be used when recording hours worked related to the general emergency and any associated Emergency Pay. The codes to be used are “employee specific” and must be obtained from the Event Tracking Crosswalk for the specific event located on the [MCTime website](#) under the Resources tab. If per the OHR-Finance event memorandum, a Project-Task and Expenditure Org code is not assigned, some departments may elect to use a Reason Code for tracking. Please confirm with your departmental HR Liaison, if an event specific Reason Code is required.

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Example A –

Non-essential employees who were scheduled to work during the General Emergency and did not work.

Non-essential employees who were scheduled to work during the General Emergency period and did not work, are eligible for *Administrative Leave*. Employees should use the pay code *Admin Leave –General Emergency* to record the number of regularly scheduled work hours.

Add Row	Pay Code	Transfer	
	Hours Worked		
	Admin Leave - General Emergency		8.0

Example B –

Essential employees who worked on their regularly scheduled workday and performed activities that directly related to the declared General Emergency.

Employees should record all actual time worked as *Hours Worked* and should also add a row to the timecard to record *Emergency Pay* for the actual time worked. Both the *Hours Worked* and *Emergency Pay* should be charged to the employee's assigned Project-Task and Expenditure Org codes as indicated on the **Event Tracking Crosswalk**, if a transfer code is assigned.

In the following example, the employee worked their normal shift (a total of 8 hours) on snow related activities during the General Emergency. An employee who is performing activities directly related to the declared emergency (i.e., continued/on-going snow or tree removal from the event) should continue to use the assigned Project-Task and Expenditure Org codes for all work associated with the event, but may not record *Emergency Pay* beyond the duration of the declared General Emergency period.

Add Row	Pay Code	Transfer	
	Hours Worked		
	Hours Worked	Enter PT & Exp Org	8.0
	Emergency Pay	Enter PT & Exp Org	8.0

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Example C –

Essential employees who worked on their regularly scheduled workday and performed activities that directly related to the declared General Emergency and worked for a period that exceeded their normal workday.

Employees should record all actual time worked as *Hours Worked* and should also add a row to the timecard to record *Emergency Pay* for the actual time worked. Both the *Hours Worked* and *Emergency Pay* should be charged to the employee's assigned Project-Task and Expenditure Org codes as indicated on the **Event Tracking Crosswalk** if a transfer code is assigned. Mctime will automatically calculate *Overtime Pay* (or *Comp Leave Earned*) based upon the employee's normal pay rule when the employee is in overtime status. Normal overtime thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change the calculated *Overtime Pay* to *Comp Leave Earned* (or *Comp Leave Earned* to *Overtime Pay*) if appropriate.

In the following example, the employee worked a total of 12 hours on snow related activities during the General Emergency. An employee who is performing activities directly related to the declared emergency (i.e., continued/on-going snow or tree removal from the event) should continue to use the assigned Project-Task and Expenditure Org codes for all work associated with the event, but may not record *Emergency Pay* beyond the duration of the declared General Emergency period.

Add Row	Pay Code	Transfer	
	Hours Worked		
	Hours Worked	Enter PT & Exp Org	12.0
	Emergency Pay	Enter PT & Exp Org	12.0

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Example D –

Essential employees who worked on their normal day off and performed activities directly related to the declared General Emergency.

Employees should record all actual time worked as *Hours Worked* and should also add a row to the timecard to record *Emergency Pay* for the actual time worked. Both the *Hours Worked* and *Emergency Pay* should be charged to the employee's assigned Project-Task and Expenditure Org codes as indicated on the **Event Tracking Crosswalk** if a transfer code is assigned. MCTime will automatically calculate *Overtime Pay* (or *Comp Leave Earned*) based upon the employee's normal pay rule when the employee is in overtime status. Normal overtime thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change the calculated *Overtime Pay* to *Comp Leave Earned* (or *Comp Leave Earned* to *Overtime Pay*) if appropriate.

In the following example, the employee worked a total of 8 hours on snow related activities during the General Emergency that fell on their normal day off. An employee who is performing activities directly related to the declared emergency (i.e., continued/on-going snow or tree removal from the event) should continue to use the assigned Project-Task and Expenditure Org codes for all work associated with the event, but may not record *Emergency Pay* beyond the duration of the declared General Emergency period.

Add Row	Pay Code	Transfer	
	Hours Worked	<input type="text"/>	<input type="text"/>
	Hours Worked	Enter PT & Exp Org 	8.0
	Emergency Pay	Enter PT & Exp Org 	8.0

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Example E – (revised 7/2016)

Essential employees who worked on a normal workday during the period of the General Emergency on activities not directly related to the General Emergency. Essential employees who worked on a normal workday for Departmental Mission Critical Functions, not related to the Event.

Examples of employees who may fall into this category include public safety employees who worked their regular shifts. These employees should record all actual time worked as *Hours Worked* and should also add a row to the timecard to record *Emergency Pay* for the actual time worked. The *Hours Worked* and *Emergency Pay* which will account for the employee's regular recurring tour of duty in that day should be charged to the employee's normal home cost center and fund (or Project-Task) as reflected in their labor schedule in Oracle HCM. The *Hours Worked* and *Emergency Pay* should not be charged to the General Emergency Project-Task and Expenditure Org codes since the employee's work activities were not directly related to the General Emergency.

If any excess (overtime) hours were worked, the *Hours Worked* for the day should be increased. If any of those excess hours were during the period of the General Emergency, then the employee should increase the appropriate amount of *Emergency Pay*. If the excess hours were in support of the event, additional lines may be added to the day and any excess hours that were in support of the event should be recorded as shown in Example D.

In the following example, the employee was normally scheduled to work 8.0 hours and worked 8.0 hours during the period of the declared General Emergency.

Add Row	Pay Code	Transfer	
	Hours Worked		
	Hours Worked		8.0
	Emergency Pay		8.0

Example F –

Employees on scheduled leave status during the General Emergency who did not work (Precludes IAFF bargaining unit members)

If the employee has scheduled leave in advance for the day, *Administrative Leave* should be recorded for the day. Employees should record leave with the pay code *Admin Leave – General Emergency* for the number of regularly scheduled work hours for the day.

Add Row	Pay Code	Transfer	
	Hours Worked		
	Admin Leave - General Emergency		8.0